

REPORT IDENTIFICATION

Report Title: **eTime Statement Report**

Menu Path: **State of Louisiana Reporting >> Time Administrator**

LEO Menu Path: **My Staff >> Reporting >> TM- Detailed Time Statements**
My Info >> Time >> Detailed Time Statements
My Employees >> TM- Detailed Time Statements

Transaction Code: **ZT24e** (Replaces ZT24)

REPORT SELECTION CRITERIA AND OUTPUT

Date Selection (Choose one):

Last Period
Present Period
Other Period

Selection Criteria:

Personnel Area
Employee Group
Employee Subgroup
Personnel Subarea
Time Administrator
Personnel Number

Processing Criteria:

Detailed Time Statement

eCertify Employees only
Original Version
All Versions

Header Output:

| | |
|-----------------------|---|
| <u>Employee:</u> | Employee personnel number |
| <u>Employee Name:</u> | Employee name |
| <u>Supervisor:</u> | B002 relationship on the employee's position – does not take into consideration substitutions or "roll ups" on the position |
| <u>Pay Period:</u> | Pay period number and year |
| <u>Date Range:</u> | Date range of pay period |
| <u>Created on:</u> | Date report was run |
| <u>Created at:</u> | Time report was run |
| <u>Time Status:</u> | Infotype 0007 |
| <u>PSG:</u> | Personnel Subgroup from Infotype 0001 |

Work Schedule: From Infotype 0007
Planned Hours: From Infotype 0007
Start/End Times: From Infotype 0007

Time and Attendance Output:

Posted by

WF-BATCH: This entry was entered by the employee in LEO Online Time
WF-CAT6: This entry was entered by the employee in CATS Online Time
WF-CATSAPP: This entry was entered in CATS Online Time and was auto-approved and posted on payroll Monday. Follow agency policy to obtain approval.
P#####: This entry was entered by the Timekeeper or Employee Administrator

Date: Date of absence or attendance
Type: The absence or attendance code
Hours: Hours of absence or attendance
From: Begin times are only displayed when entered in CATS/LEO online time
To: End times are only displayed when entered in CATS/LEO online time
Cost Ctr: Cost Center
Fund: (Formerly Reporting Category)
Funds Ctr: Funds Center (Formerly named Sub-Object)
WBS: WBS Element (Formerly Activity)
Func Area: Functional Area
Grant: Grant
Order: Order
Auto: A "Y" indicates this entry was auto-approved. Follow agency policy to obtain approval.
Comments: These are comments from PTMW/CATS/LEO online time or from text entered on infotype 2001/2002

Adjusted Time and Attendance: (Visible only for eCert employees and information will only populate if there are Prior Period Adjustments [PPA])

Oper

Update: The time entry was either modified or there was an additional entry
Delete: The time entry was removed from the time file.

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Grant: Grant
Order: Order

Summary Output:

Summary of all time entries by type and costing.

Type DFLT: Planned hours minus every entry that has a cost center except for Z001, Z002, Z003, ZA02, ZA03, ZA04, ZA05, and ZA07 equals Default hours.

Default hours are only displayed for Negative Time Entry employees.

Default Output:

From the employee's Infotype 1018 on the position and is what is effective on the last day of the pay period.

Signature Lines Output:

Contains the statement - I certify that this time statement correctly reflects my absences and attendances during this pay period and that the costing herein is correct to the best of my knowledge. **In order for employee and supervisor to output on the same line, the report must be printed landscape.** Directions are below under Report Hints.

REPORT UTILIZATION

Primary Use:

This form contains up-to-date time-related information for an employee. Employees can generate the statement in **LEO** (Louisiana Employees Online) or have their Time Administrator (TA) or Employee Administrator (EA) generate the statement for them in LaGov HCM.

REPORT HINTS

Once this report is run in ECC, you will be asked to logon again to the portal. You must enter your SAP user ID and password to continue.

If using Internet Explorer 9 and running this report for several employees and timesheet appears jumbled or page breaks are not working correctly – follow these instructions:

- Open an Internet Explorer session
- Click on Tools
- Click on Compatibility Settings
- Check the box Display all websites in Compatibility view
- Click close

Once the report is run again, it should display and print correctly.

To **print landscape** after time statement has been generated:

- In Internet Explorer, click File
- Click page setup
- Check landscape
- Click OK

To **remove URL** from the bottom of the time statement after the report has been generated:

- In Internet Explorer, click File
- Click page setup
- On the Footer dropdown, select -Empty-
- Click OK

MY STAFF AND MY EMPLOYEE INFORMATION

Reporting Period Selection for My Staff

Retrieves information for the period selected and outputs in a weekly timesheet format. For LEO Online Time agencies, output also includes the additional Comments that were a part of the LEO leave or attendance request.

To Run Report for My Employees

Click execute to run report

To print, right click and select print

Printing/Display using Internet Explorer 9

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- Open an Internet Explorer session
- Click on Tools
- Click on Compatibility Settings
- Check the box Display all websites in Compatibility view
- Click close

Once the report is run again, it should display and print correctly

Employee Selection for detailed information click link [MY STAFF Reports – Employee Selection](#).

NOTES AND TERMINOLOGY

Notes: This form is **fixed** layout – the output **cannot** be manipulated.

To **print** the statement, click on File and then Print. Or right click on the report and click on print from the shortcut menu.

Definitions:

Detailed Time Statement: The version of the time statement that the employee sees in LEO. eCert employees cannot print their statements from LEO. If there is a need to print one, this is the version the TA or EA will print for the employee. If it has not been certified and/or approved, there will be signature line. If certified and/or approved, the personnel numbers will populate in the signature lines.

Original Version: This version displays the time file as it was when payroll processed. This information is static and will not change.

All Versions: This version displays the different time statements that have been created (*the information may or may not have been certified*). The summary will always reflect the last version. A new version is created each time an employee certifies a time statement for that pay period. Example: Employee certifies the time statement before payroll (original Version) and a PPA is done (Version 2). If Version 2 is approved and a second PPA is done, these changes would be included in Version 3.

References: For standard reporting information within LaGov HCM, refer to the [LAGOV HCM Reports Manual](#).